

PURCHASING PROCESS GENERAL GUIDELINES

GOODS & NON-PROFESSIONAL SERVICES CONTRACTS		
(Guidelines in accordance with NRS 332)		
\$0.00	-	\$10,000.00 Informal Bid - 1 Quote Required
\$10,000.01		\$25,000.00 Informal Bid – Minimum 1 Written Quote Required (County Requirement)
\$25,000.01	-	\$50,000.00 Informal Bid - Minimum 2 Written Quotes Required
\$50,000.01	+	Formal Competitive Bid Process (Requires a formal bid document and advertising) Bid awards up to \$500,000 may be authorized by Purchasing and Contracts Bid awards greater than \$500,000 must be authorized by the BCC (Contact Purchasing and Contracts for further instructions)

CONSTRUCTION CONTRACTS		
(Guidelines in accordance with NRS 338)		
\$0.00	-	\$25,000.00 Informal Bid - 1 Quote Required
\$25,000.01	-	\$100,000.00 Informal Bid Process for "Selected Contractors" NOTE: Stamped drawings and specifications are required for projects exceeding \$35,000 (NRS 625).
\$100,000.01	+	Formal Competitive Bid Process (Requires a formal bid document and advertising) NOTE: Any project exceeding \$100,000 require bonds (NRS 339). Bid awards up to \$1,000,000 may be authorized by Purchasing and Contracts Bid awards greater than \$1,000,000 must be authorized by the BCC (Contact Purchasing and Contracts for further instructions)

COMMON EXCEPTIONS TO THE COMPETITIVE BIDDING PROCESS	
(Guidelines in accordance with NRS 332)	
Exemptions from the Competitive Bidding process include but are not limited to the following:	
<ul style="list-style-type: none"> ◆ Professional Services* ◆ Computer Hardware/Software ◆ Sole/Single Source Purchases ◆ Perishable Goods ◆ Insurance ◆ Books & Subscriptions ◆ Emergency Contracts 	<ul style="list-style-type: none"> ◆ Goods and Services purchased from organizations or agencies whose primary purpose is the training and employment of handicapped persons ◆ Personal Safety Equipment used by Police and Fire Departments in responding to emergencies
*See Section III.B.5 (Contact Purchasing and Contracts to accurately determine if purchases fit the criteria of an exemption as defined by NRS)	

The Board of County Commissioners must approve the following actions:

All professional service contracts valued over \$50,000
 All Interlocal contracts valued over \$25,000
 Award of a Construction contract valued over \$1,000,000
 Award of good or non-professional service Bid and Joinder/Utilization, CBE Contracts valued over \$500,000